

RECORDS RETENTION SCHEDULE

Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2nd Fl., W. Sacramento, CA 95605.

A CalRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by e-mail at CalRIM@dgs.ca.gov

(1) DEPARTMENT, BOARD OR COMMISSION CPUC		(2) AGENCY BILLING CODE 59000		(3) PAGE 1 OF 2 PAGES	
(4) DIVISION/ BRANCH/ SECTION CPSD/EGPB		(5) ADDRESS 505 Van Ness Avenue San Francisco, CA 94102			
CHECK THE APPROPRIATE BOX					
(6) <input checked="" type="checkbox"/> New schedule of records that have never been scheduled. [Complete boxes (9)–(12)] (7) <input type="checkbox"/> Revising a previous schedule. [Complete boxes (13)–(16)] (A new approval number will be assigned.) (8) <input type="checkbox"/> Amending some pages of a previous schedule. [Complete boxes (13)–(16)] (The original approval number will remain in effect.)					
NEW SCHEDULE INFORMATION (If applicable)		(9) SCHEDULE NUMBER EGPB 07-1 & EGPB 07-2	(10) SCHEDULE DATE 11/13/07	(11) NUMBER OF PAGES 2	(12) CUBIC FEET (Total Schedule) 07-01=4.5 CF; 07-02=12.5
PREVIOUS SCHEDULE INFORMATION (If applicable)		(13) SCHEDULE NUMBER	(14) APPROVAL NUMBER	(15) APPROVAL DATE(S)	(16) PAGE NUMBER(S) REVISED
(17) MISSION/FUNCTIONAL STATEMENT The <u>Electric Generation Performance Branch</u> assures the productivity, reliability, and availability of California's electric generation infrastructure. The branch inspects major power plants when they go out-of-service. By law, the branch develops operation and maintenance standards for power plants, and implements those standards through inspections, audits, and investigations.					
PART I – AGENCY STATEMENTS					
As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 45, Remarks.					
(18) SIGNATURE – MANAGER RESPONSIBLE FOR THE RECORDS Mark E. [Signature] 11/15/07		(19) TITLE Program Manager		(20) PHONE NUMBER 415-703-2233	(21) DATE SIGNED
In accordance with Government Code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.					
(22) SIGNATURE – RECORDS MGMT. ANALYST Gary P. Munhan		(23) CLASSIFICATION B50-11 Supervisor	(24) NAME (Printed or Typed) GARY P. MUNHAN	(25) PHONE NUMBER (415) 703-1960	(26) DATE SIGNED 12/24/2007
PART II – DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)					
(27) SIGNATURE – CalRIM CONSULTANT [Signature]		(28) APPROVAL NUMBER 08-009		(29) DATE SIGNED 1/11/2008	(30) EXPIRATION DATE 1/11/2013
PART III – ARCHIVAL SELECTION (Per Government Code Section 14755)					
THE ATTACHED RECORDS RETENTION SCHEDULE:					
(31) <input type="checkbox"/> Contains no material subject to further review by the California State Archives (32) <input checked="" type="checkbox"/> Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)					
(33) SIGNATURE – CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE Sydney Bailey, Archivist		(34) DATE SIGNED Jan. 23, 2008			

FOR ARCHIVES' STAMP



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(35) CalRIM APPROVAL NUMBER											(36) PAGE 2 OF 2 PAGES	
ITEM # (37)	CUBIC FEET * (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items) (40)	MEDIA (41)	VITAL (42)	RETENTION				PRA (Exempt) & IPA (47)	REMARKS (48)	
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)			
-1	4.5	NOTIFY ARCHIVES	Power Plant Audits and Inspections-SF office	P		5	5	0	10		Retain as "Current" until no longer needed for reference or analysis, whichever is later. Retain as "Current" until revised. NOTE: Although revision is required every five yrs. from date approved by CalRIM, RRS that are not revised remain in effect but	
-2	12.5	NOTIFY ARCHIVES	Power Plant Audits and Inspections-LA office	P		5	5	0	10			
3			STD. 70 RECORDS INVENTORY WORKSHEET	P		CURRENT			CURRENT			
4			STD. 73 RECORDS RETENTION SCHEDULE (RRS)	P		CURRENT			CURRENT			

* Provide total of office and departmental

DEPARTMENT

С Р И С

DIVISION/SECTION

DIVISION/SECTION
CPSD / EGPB

ROOM NUMBER

2202

PERSON RESPONSIBLE FOR RECORDS

MARK ZIERING

ADDRESS

ADDRESS
505 VAN NESS AVE. SF CA 94102

TELEPHONE NUMBER

415-703-2233

RECORDS INVENTORY

[illegible]

(10) INVENTORY TAKEN BY (Signature)

▷ Valencia Beek

DATE _____

DATE
11/13/07

(11) PROGRAM MANAGER (Signature)

(11) PROJECT MANAGER (Signature)

DATE _____

DATE November 15, 07